

CONFIDENTIAL

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[REDACTED]  
Percy  
CHANGE 3

25X1A [REDACTED]

PERSONNEL  
1954

HOURS OF WORK

1. SAME
2. TIME AND ATTENDANCE REPORTS (CIA FORMS NO. 34-42 AND NO. 34-42A)
  - a. Time and Attendance Report and Payroll Change Slip (CIA Form No. 34-42, dated July 1953) will be used for headquarters employees paid from vouchered funds.
  - b. Confidential Funds Departmental Time and Attendance Report (CIA Form No. 34-42A, January 1954) will be used for headquarters employees paid from confidential funds.
  - c. Standard, daylight saving, or other time, depending upon the time observed locally where work is performed, shall be used in making entries on Time and Attendance Reports to indicate the time of day an employee worked.
  - d. Daily posting to Time and Attendance Reports will be necessary only for those employees who take leave, perform night duty, or work compensatory time, overtime, or on a holiday. In this way, the Reports will reflect at all times the status of the employee on any day during the pay period.
  - e. The inclusive hours of holiday, overtime, or compensatory time worked by each employee will be reported by Time and Attendance Clerks under the Inclusive Hours ("Inc. Hrs.") section on the left of the form.
  - f. The tour of duty for an employee claiming night differential must be indicated in the block at the top of the form.
  - g. Absence without official leave (AWOL) will be reported on Form No. 34-42 in the "AWOL" column and on Form No. 34-42A in the "Other" column and specified as AWOL in the "Remarks" column. Each Time and Attendance Report indicating AWOL will be supported by a written statement from the employee's authorized supervisor confirming the reported absence without official leave.
  - h. Military leave will be reported on Time and Attendance Reports. Time and Attendance Clerks will obtain two copies or extracts of armed services orders; one copy will be submitted with the first Report showing military leave and the second copy will be retained by the supervisor. If the military leave extends beyond the first reporting period, additional military leave should be reported on a subsequent Time and Attendance Report and a reference made to the first Report submitted.

CONFIDENTIAL

CHANCE 3

25X1A

~~REGULATION~~PERSONNEL  
1954

i. The actual hours worked must be reflected on Time and Attendance Reports submitted on behalf of experts or consultants employed under Personal Service Contracts.

One of the following certifications will be signed by the expert or consultant on the reverse of the Time and Attendance Report:

(1) For those not drawing retirement pay from another Government service:

"I certify that for the days covered by this report during which I was employed, I have not received nor will I claim compensation from any other Government agency."

(2) For those drawing retirement pay from the Armed Forces or the Foreign Service of the United States:

"I certify that for the days covered by this report during which I performed service as an Intermittent Consultant on a fee basis in the CIA, I have not received nor will I claim compensation from any other Government agency with the exception of retirement pay from the (insert appropriate Service)."

(3) For those drawing retirement pay from Government agencies other than the Armed Forces or the Foreign Service:

"I certify that for the days covered by this report, during which I was employed, I have not received nor will I claim compensation from any other Government service with the exception of (insert service designation)."

j. Amended Time and Attendance Reports cause a great administrative burden in processing and every effort should be made to prepare reports accurately so as to avoid the submission of amended reports to correct small errors. However, in cases where amended Time and Attendance Reports are deemed necessary to effect corrections in pay for overtime, compensatory time, holiday or night differential, such reports will be accompanied by a memorandum of recommendation and justification from the Administrative Officer concerned.

k. When an employee is temporarily detailed to an office other than that to which he is regularly assigned, the Time and Attendance Clerk of the office of regular assignment is responsible for forwarding the Time and Attendance Report to the Payroll Office after having obtained certification of time worked and leave taken from the office to which such employee is temporarily detailed.

~~CONFIDENTIAL~~

[REDACTED] CHANGE 3

REGULATION

25X1A

PERSONNEL  
1954

1. The Time and Attendance Report of an employee who actually has transferred to another allotment of voucherized funds will be forwarded each pay period by the losing office to the gaining office for preparation until the losing office no longer receives a preprinted Time and Attendance Report from the Payroll Branch. When an employee resigns from the Agency or transfers between voucherized funds and confidential funds the Time and Attendance Report will be certified in the usual manner and forwarded to the payroll office from which the employee is being dropped at the close of business on the day the separation or transfer is effective, with appropriate notations in the "Remarks" column. In the case of a transfer, the Time and Attendance Clerk responsible for Reports of the component to which the employee is transferred will prepare a Report for the transferred employee covering the remainder of the pay period.
2. In cases involving overpayments or inaccuracies resulting from improperly prepared Time and Attendance Reports, the Time and Attendance Clerks will be held administratively responsible for erroneously certifying the correctness of the Report to the extent that such clerks have knowledge of data affecting the reports.
3. Reports must be prepared with the utmost precaution and delivered by hand to the appropriate Payroll Office not later than 1500 hours on the Monday following the close of the reporting period.

3. DESIGNATIONS

- a. Chiefs of Senior Staffs and Area Divisions under jurisdiction of the Deputy Director (Plans), Assistant Directors under jurisdiction of the Deputy Director (Intelligence), Chiefs of Offices under the jurisdiction of the Deputy Director (Administration), the Director of Training, the Assistant Director for Personnel, and the Assistant Director for Communications will submit to the Office of the Comptroller, as appropriate, on Form No. 34-35, Designation Authorization, separate lists of persons authorized to:
  - (1) Receive and distribute salary checks (Payment Clerks).
  - (2) Certify the correctness of and submit Time and Attendance Reports.
  - (3) Request approval of compensatory time or overtime to be worked.
- b. Lists of persons indicated in Paragraphs 3.a.(1) and (2) will be forwarded to the Fiscal or Finance Division, Office of the Comptroller, as appropriate;

CONFIDENTIAL

CHANGE 3

REGULATION

PERSONNEL

1954

25X1A

lists of persons indicated in Paragraph 3.a.(3) will be forwarded to  
the Budget Division, Office of the Comptroller.

c. The above lists must be kept current at all times.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. N. WHITE  
Deputy Director  
(Administration)

DISTRIBUTION: AB

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